



Local Agency Conference Call Agenda

August 3, 2017

9:00 a.m.

WebEx Link: <https://hhsmt.webex.com/hhsmt/j.php?MTID=m6b49c075911ca73ced2b1753c48d439c>

Call in: Select option for Webex to call you*

**Having Webex call you allows for a free connection and also for the State Office to control muting/audio options. If you call in, know that there are long distance rates and you will be responsible to mute your phone.*

Meeting Number/Access code (if necessary): 804 053 200

State Updates

- Contracts will be sent out mid-August and are due back by October 1st
- Staffing updates
- Inventory- check stock (when ordering, keep in mind eWIC rollout timeframe)
- State office staffing in August/September
 - Out doing trainings, Level 3 certifications, etc. Please call main line or help desk and someone will be available, but will be light
- WIC Work Group- met July 13-14th, will post meeting minutes next week.

Formula Ordering (Lacy)

- Process review

eWIC Update (team)

- eWIC Promotional materials- ordering from Kelly
- Other materials- coming mid-August (card holders, card readers, cards, references)
- Please do not create your own eWIC materials unless you approve with the state office. We have many items, and have to be very careful to ensure information is correct, complete and consistent
- USB "hubs"- you may need another one on your computer for the card reader, please order these in advance of rollout (not from state, just an office supply)
- Pilot status
- Statewide planning
- Food list rollout
- PLEASE do not print November checks. We want everyone rolled to eWIC by October 31st (consider in your scheduling)

State Plan Changes

- Format
 - Going from chapters to 3 sections, policies and attachments
 - Section 1: Goals and Objectives
 - Section 2: Local Agency Policies
 - Attachments related to policies will be with them
 - Section 3: State Agency Policies & “fillable forms”
 - Attachments related to policies will be with them
 - Misc: other forms (i.e. definitions, maps, phone lists, food list, etc.)
- Policy updates
 - Affirmative Action Plan (new)
 - eWIC policies (sent out already)
 - Rights & Responsibilities
 - New Rx form
 - Nutrition Assessment Questions changes